

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING RECREATION SPECIALIST

DEFINITION:

Under direction, to supervise one or more specialized, City-wide recreation programs through subordinate Recreation Specialists; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Coordinates the work of, and provides overall supervision to, subordinate staff engaged in planning, developing, and administering City-wide specialized recreation programs and activities;
- Determines priorities and establishes policies, standards and operating procedures for specialized programs;
- Reviews program submittals, evaluations, and other reports of subordinates;
- Serves as a staff representative to official boards, committees, and other bodies and coordinates their activities as appropriate;
- Meets with a variety of recreation associations, clubs, and special interest groups to provide advice and assistance, to receive input and suggestions, and to explain City policies and regulations;
- Plans, organizes, and supervises special concerts, performances, contests, tournaments, and other activities;
- Publicizes programs and activities;
- Provides information to the public;
- Prepares annual budgetary estimates and recommendations, and monitors budget expenditures;
- Assigns, trains, and evaluates subordinates;
- Prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Recreation or a related field; **AND** two years of professional experience in the appropriate recreation specialty. Additional qualifying professional experience may be substituted for education lacked on a year-for-year basis.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.